



**HOUSING AUTHORITY  
of the County of Los Angeles**

700 W. Main Street • Alhambra, CA 91801

Tel: 626.262.4510 • TDD: 855.892.6095 • [www.hacola.org](http://www.hacola.org)

**Gloria Molina**  
**Mark Ridley-Thomas**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Sean Rogan**  
*Executive Director*

**AGENDA  
FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION  
WEDNESDAY, JULY 24 2013  
12:00 PM  
2400 NORTH LINCOLN AVENUE  
ALTADENA, CA 91001  
(626) 296-6300**

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**1. Call to Order**

**2. Roll Call**

**Val Lerch, Chair**  
**Alma Cibrian, Vice Chair**  
**Hope Boonshaft**  
**James Brooks**  
**Michelle-Lynn Gallego**  
**Zella Knight**  
**Henry Porter Jr.**

**3. Reading and Approval of the Minutes of the Previous Meeting**

Regular Meeting of June 26, 2013.

**4. Report of the Executive Director**

**5. Presentation**

**6. Public Comments**

The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.

**We Build Better Lives  
& Better Neighborhoods**



## **Regular Agenda**

### **7. Award a One-Year Contract for Environmental Documentation Consulting Services to Rincon Consultants, Inc. (All Districts)**

Recommend that the Board of Commissioners find that approval of the Contract for Environmental Documentation Consulting Services is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the action will not have the potential for causing a significant effect on the environment; approve and authorize the Executive Director or his designee to execute and, if necessary, terminate a one-year Contract for Environmental Documentation Consulting Services (Contract), with Rincon Consultants, Inc., to provide environmental documentation consulting services for the implementation of Countywide housing development projects, using up to \$500,000 included in the Housing Authority's approved Fiscal Year 2013-2014 budget for this purpose; authorize the Executive Director or his designee to execute two one-year extensions to the Contract, at the same annual amount of up to \$500,000, contingent upon satisfactory performance and continued Housing Authority funding, effective following approval as to form by County Counsel; authorize the Executive Director or his designee to increase the compensation amount by up to \$50,000 each year for unforeseen costs, using Housing Authority funds; and authorize the Executive Director or his designee to make administrative changes to the Contract as necessary to meet the requirements of federal and locally funded programs and to execute any necessary further amendments to the Contract to revise the scope of services, following approval as to form by County Counsel and execution by all parties. (APPROVE)

### **8. Housing Commissioners may provide comments or suggestions for future Agenda items.**

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 700 W. Main St., Alhambra, CA 91801. Access to the agenda and supporting documents are also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (626) 586-1504, or by e-mail at [donna.delvalle@lacdc.org](mailto:donna.delvalle@lacdc.org), from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES  
MINUTES FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, June 26, 2013

The meeting was convened at 700 W. Main Street, Alhambra, CA.

Digest of the meeting. The Minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Chair Val Lerch at 12:05 p.m.

<b><u>ROLL CALL</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Henry Porter	X	
Val Lerch, Chair	X	
Zella Knight	X	
Hope Boonshaft		X
James Brooks	X	
Alma Cibrian, Vice Chair	X	
Michelle-Lynn Gallego	X	

**PARTIAL LIST OF STAFF PRESENT:**

Sean Rogan, Executive Director  
Emilio Salas, Deputy Executive Director  
Margarita Lares, Director, Assisted Housing  
Maria Badrakhan, Director, Housing Management

**GUESTS PRESENT:**

None at this time

**Reading and Approval of the Minutes of the Previous Meeting**

On Motion by Commissioner Porter, seconded by Commissioner Brooks, with Commissioner Knight abstaining the Minutes of the Regular Meeting of April 24, 2013 were approved.

#### **Agenda Item No. 4 – Report of the Executive Director**

Deputy Executive Director Emilio Salas reported the following:

Emilio Salas stated on May 1<sup>st</sup> he attended a ground breaking for Avalon Apartments, a new affordable housing development in the 2<sup>nd</sup> District. The new development will consist of 54 units with 37 being set aside for homeless individuals and 17 for low income families. The Community Development Commission (CDC) is providing financing as well as committing Project Base Vouchers (PBV's) for 25% of the units.

Emilio Salas stated on May 29<sup>th</sup> he attended the grand opening for Terra Bella Senior Housing Development. This development consists of 64 units of senior housing in the 1<sup>st</sup> District in the City of Bell Gardens. CDC was involved in providing financing utilizing City of Industry Funds and HOME dollars. The Housing Authority of the County of Los Angeles (HACoLA) also provided 64 Section 8 project based vouchers for this property and we have begun the lease up of this property.

Emilio Salas informed the Commissioners that HUD approved HACoLA's Annual Plan and the proposed changes will take effect on July 1, 2013. Mr. Salas thanked the staff that were involved with the Annual Plan and expressed that the real work will begin with the implementation of new items, such as site based waiting lists and smoke free housing.

Emilio Salas stated that on June 6<sup>th</sup> HACoLA received a response from the U.S. Department of Housing and Urban Development (HUD) regarding HACoLA's 2<sup>nd</sup> request for regulatory waiver. The original waiver request sent to HUD in December 2012 was denied. HUD responded to our 2<sup>nd</sup> request with an outline of all items that were statutory and those items that were regulatory. Rather than issue a response on the regulatory items HUD gave HACoLA the option to resubmit the request. Considering the outline and the options available HACoLA has chosen not to resubmit. We are still hopeful that there will be opportunity to obtain Moving to Work (MTW) designation through an expansion of that program.

Emilio Salas informed the Commissioners that on June 12<sup>th</sup> HACoLA received a response from HUD regarding the Antelope Valley Fair Market Rent (FMR) reduction request. HACoLA's original request was submitted to HUD in 2012. While HUD did not approve a regional FMR, they did approve a reduction in the payment standard for Lancaster and Palmdale due to the statistical data. An analysis of the FMR in Lancaster and Palmdale concluded that 63% of households had rent burden exceeding 30%. Of those, 97% were voluntarily over housed.

Emilio Salas reported that on June 5<sup>th</sup> HUD representatives conducted a Technical Assistance and Compliance review in relation to HUD Lead Safe Housing and Lead Disclosure Rules. The purpose of this event was to review the program and possibly identify best practices for future trainings. The HUD representatives reviewed the Community Development Block Grant (CDBG) and Housing Authority Programs. Formal feedback was not provided, but verbally they shared that they were impressed with our program and record keeping. Along with this visit we also obtained new information regarding notification requirements that we will utilize moving forward.

Emilio Salas informed the Commissioners that on July 3<sup>rd</sup> the Housing Authority is scheduled to have a visit from Representative Alan Lowenthal, 47<sup>th</sup> District, to Carmelitos Housing Development. Congressman Lowenthal is scheduled to arrive at 1:30 p.m. and he will be visiting the Carmelitos Senior Center, Learning Center and Growing Experience Urban Farm. All Housing Commissioners are welcome to attend the event. Congressman Lowenthal was supportive of our efforts for regulatory waivers and signed on to Congresswoman Hahn's letter in support of our waiver request to HUD.

Emilio Salas informed the Commissioners that the Maravilla Green Communities Project is the recipient of two awards from the National Association of Housing and Redevelopment Officials (NAHRO) and National Association of Counties (NACo). Both awards will be presented to the Housing Authority in the month of July. Congratulations to both the Housing Management Division and Construction Management Division staff who worked on this project.

#### **Agenda Item No. 5 - Presentation**

Recognition of NAHRO Awards – Margarita Lares, Director

- Commissioner of the Year - Henry Porter, Housing Commissioner, 2<sup>nd</sup> District
- Veterans Affairs Supportive Housing (VASH) Hero of Assisted Housing Award – Tyree Love
- Family Self-Sufficiency (FSS) Graduate of the Year – Monica Rodriguez

JOC Presentation – Geoffrey Siebens

Contract Status Report – Geoffrey Siebens

#### **Agenda Item No. 6 - Public Comments**

None

#### **Regular Agenda**

**On Motion by Commissioner Knight seconded by Commissioner Brooks and unanimously carried, the following was approved by the Housing Commission:**

ADOPT RESOLUTION DECLARING INTENT TO ISSUE TAX-EXEMPT MULTI  
FAMILY HOUSING MORTGAGE REVENUE BONDS FOR MULTIFAMILY HOUSING  
IN THE CITY OF SANTA MONICA  
(DISTRICT 3)  
AGENDA ITEM NO.7

1. Recommend that the Board of Commissioners adopt and instruct the Chairman to sign a Resolution, as required under Treasury Regulations,

declaring the intent of the Housing Authority to undertake bond financing for Santa Monica – Villa Nueva L.P., a California Limited Partnership (Developer), in an amount not to exceed \$8,000,000 to finance the site acquisition and rehabilitation of Santa Monica RHCP, a 41-unit multifamily rental housing development located in the City of Santa Monica.

2. Recommend that the Board of Commissioners authorize the Executive Director or his designee to submit an application to the California Debt Limit Allocation Committee (CDLAC) for a private activity bond allocation in an aggregate amount not to exceed \$8,000,000 for the purposes described herein.
3. Recommend that the Board of Commissioners find that adoption of this resolution is not subject to the provisions of the California Environmental Quality Act (CEQA) because the action will not have the potential for causing a significant effect on the environment.

**On Motion by Commissioner Porter seconded by Commissioner Knight and unanimously carried, the following was approved by the Housing Commission:**

ADOPT RESOLUTION DECLARING INTENT TO ISSUE TAX-EXEMPT MULTI  
FAMILY HOUSING MORTGAGE REVENUE BONDS FOR MULTIFAMILY HOUSING  
IN UNINCORPORATED EAST LOS ANGELES  
(DISTRICT 1)  
AGENDA ITEM NO.8

1. Recommend that the Board of Commissioners adopt and instruct the Chairman to sign a Resolution, as required under Treasury Regulations, declaring the intent of the Housing Authority to undertake bond financing for Santa Monica – Villa Nueva L.P., a California Limited Partnership (Developer), in an amount not to exceed \$4,000,000 to finance the site acquisition and rehabilitation Villa Nueva RHCP, a 21-unit multifamily rental housing development located in unincorporated East Los Angeles.
2. Recommend that the Board of Commissioners authorize the Executive Director or his designee to submit an application to the California Debt Limit Allocation Committee (CDLAC) for a private activity bond allocation in an aggregate amount not to exceed \$4,000,000 for the purposes described herein.
3. Recommend that the Board of Commissioners find that adoption of this Resolution is not subject to the provisions of the California Environmental Quality Act (CEQA) because the action will not have the potential for causing a significant effect on the environment.

**Agenda Item No. 9 – Housing Commissioner Comments and Recommendations for Future Agenda Items**

Commissioner Knight thanked fellow Commissioners and staff for their concerns regarding her health status. Commissioner Knight requested that a Resident Council Report be provided every six months listing their activities, as well as a report on the accountability of expenditures.

Commissioner Brooks stated that he was happy to see Commissioner Knight in good health. He congratulated Commissioner Porter on his Commissioner of the Year award from NAHRO. Commissioner Brooks stated that he was happy with all of the updated information.

Commissioner Lerch thanked staff for their continued hard work.

Commissioner Cibrian thanked staff for their presentations. She also stated that it was rewarding to hear the success of our programs and the great work that is being done with our participants. Commissioner Cibrian thanked Commissioner Porter for his great service and for the recent assistance with schools on crime programs. She also stated that Commissioner Porter is a great inspiration to the community.

Commissioner Porter inquired about a concern that was presented at the last scheduled Housing Commission meeting from Michele Meindl, Carmelitos Resident and Senior President regarding the request for information on how the residents at Carmelitos can get involved with the beautification of the housing grounds.


Emilio Salas responded that we did have staff look into Ms. Meindl's concerns, but due to insurance liability, the participation from the residents are limited. We will still continue to offer participation with the Growing Experience gardening as an option.

Commissioner Porter thanked staff and the Housing Commissioners for the honor of the nomination for the NAHRO "Housing Commissioner of the Year" award.

Commissioner Gallego thanked staff for an amazing job with all of the work they do. She congratulated Commissioner Porter on his recent award and is very appreciative for the assistance he has provided her. Commissioner Gallego thanked Monica Rodriguez, FSS Award Winner, for the time she took out of her day to come and speak to the Housing Commission. She also stated that she can relate with her life story and commented that her speech was very fulfilling and inspirational to hear.

On Motion by Commissioner Porter and seconded by Commissioner Brooks, the Regular Meeting of June 26, 2013 was adjourned at 1:42 p.m.

Respectfully submitted,

  
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SEAN ROGAN  
Executive Director  
Secretary –Treasurer

**Housing Authority - County of Los Angeles**

July 24, 2013

**FOR YOUR INFORMATION ONLY**

TO: Housing Commissioners

FROM: Margarita Lares, Director  
Assisted Housing Division



RE: **FSS PROGRAM UPDATE – JUNE 2013**

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to assist Housing Choice Voucher Program Participants achieve economic independence and self-sufficiency.

**ACTIVITIES**

<b>NUMBER CURRENTLY ENROLLED</b>	593	As of June 1, 2013
<b>NEW ENROLLMENTS</b>	9	FSS Participants Enrolled
<b>CONTRACTS EXPIRED</b>	0	FSS Contracts Expired
<b>DIRECT ASSISTANCE REFERRALS</b>	129 97 377 138 14 8 73 6 74 203 5	Workforce Centers Home Ownership Program/Seminars/workshops Job referrals Educational/Vocational Services Credit Repair Services Financial Literacy Individual Deposit Accounts Transportation Assistance Health & Food Services Other Social Services Youth Services
<b>OUTREACH &amp; COMMUNITY EVENT</b>	1 1 1 1 1	Building Community Partnership Meeting, hosted by the Department of Child and Family Services Southern California FSS Network Meeting Hosted by HACOLA FSS Educational Resource Workshop Hosted by Palmdale FSS program The P.O.W.E.R. Collaborative Southeast Area Social Services Funding Authority Partnership Meeting
<b>GRADUATIONS</b>	1	Graduation
<b>Pending Graduations</b>	4	Requests to Graduate received

If you have any questions, please feel free to contact me at (626) 586-1671.

ML:MP:WB:dt

Attachment



## **FAMILY SELF-SUFFICIENCY (FSS) REPORT SUPPLEMENT**

Listed below are brief descriptions of each category in the monthly FSS Report.

1. **Number Currently Enrolled** – Current number enrolled on the FSS program as of the date the FSS Report is presented.
2. **New Enrollments** - The number of Participants enrolled in the FSS program with an effective date on the month the FSS Report is presented.
3. **Contract Expired** – The number of participant contracts that expired at the end of the month prior to the FSS Report presented.
4. **Direct Assistance Referrals** – Referrals sent to FSS participants based on their requests and or the participant's goals needed to be accomplished prior to successfully completing the program.
5. **Outreach and Community Events** – Information that was shared with FSS participants and or events or meetings the FSS Coordinators attended.
6. **Graduations** – FSS participants that graduated last month.
7. **Pending Graduations** – FSS participants who have requested to graduate and are pending review of successful completion of goals.



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*Executive Director*

July 24, 2013

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
700 West Main Street  
Alhambra, California 91801

Dear Commissioners:

**AWARD A ONE-YEAR CONTRACT FOR ENVIRONMENTAL DOCUMENTATION  
CONSULTING SERVICES TO RINCON CONSULTANTS, INC.  
(ALL DISTRICTS)**

**SUBJECT**

This letter recommends approval of a one-year Contract, in the amount of \$500,000, with Rincon Consultants, Inc., to provide environmental documentation consulting services to the Housing Authority on a project-by-project basis. The Contract may be extended for two one-year increments, at \$500,000 per year.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that approval of the Contract for Environmental Documentation Consulting Services is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the action will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve and authorize the Executive Director or his designee to execute and, if necessary, terminate a one-year Contract for Environmental Documentation Consulting Services (Contract), with Rincon Consultants, Inc., to provide environmental documentation consulting services for the implementation of Countywide housing development projects, using up to \$500,000 included in the Housing Authority's approved Fiscal Year 2013-2014 budget for this purpose.

3. Recommend that the Board of Commissioners authorize the Executive Director or his designee to execute two one-year extensions to the Contract, at the same annual amount of up to \$500,000, contingent upon satisfactory performance and continued Housing Authority funding, effective following approval as to form by County Counsel.
4. Recommend that the Board of Commissioners authorize the Executive Director or his designee to increase the compensation amount by up to \$50,000 each year for unforeseen costs, using Housing Authority funds; and authorize the Executive Director or his designee to make administrative changes to the Contract as necessary to meet the requirements of federal and locally funded programs and to execute any necessary further amendments to the Contract to revise the scope of services, following approval as to form by County Counsel and execution by all parties.

#### **JUSTIFICATION/PURPOSE OF RECOMMENDED ACTION**

Rincon Consultants, Inc., will provide environmental documentation consulting services and prepare documents as required by the National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA), and U.S. Department of Housing and Urban Development (HUD) environmental regulations as specified in 24 Code of Federal Regulations (CFR) Part 58.

#### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The Contract will be funded with \$500,000 included in the Housing Authority's approved Fiscal Year 2013-2014 budget. It may be renewed for a maximum of two additional years, in one-year increments, at the same rate of compensation, contingent upon satisfactory performance and continued Housing Authority funding from HUD. Funds for years two and three of the Contract, if extended, will be requested in the Housing Authority's annual budget approval process.

A contingency, in the amount of \$50,000 per year, is also being set aside for unforeseen project costs, using funds included in the Housing Authority's approved budget.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Housing Authority includes 3,258 rental units located on 70 sites funded through federal and state programs. As a recipient of federal funds, the Housing Authority is responsible for preparing environmental documents for activities that

fall under NEPA and HUD regulations.

Services to be provided under the Contract include technical assistance and the preparation of the following documents: Notices of Exemption, Initial Studies, Negative Declarations, Notices of Determination, Categorical Exclusions, Environmental Assessments, Amended Environmental Assessments, Historic Sensitivity Analyses, Area of Potential Effect Surveys, Cultural Resources Surveys, Slum Blight Reviews, Environmental Impact Statements, Environmental Impact Reports and other documents as necessary.

Should Rincon require additional or replacement personnel after the effective date of this Contract, Rincon shall give consideration for any such employment openings to participants in the County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Operating Agency's minimum qualifications for the open position.

The attached Contract is being presented in substantially final form, and will be effective following approval as to form by County Counsel and execution by all the parties.

### **ENVIRONMENTAL DOCUMENTATION**

This action is exempt from the provisions of the NEPA pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact or result in any physical changes to the environment. This action is also not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

### **CONTRACTING PROCESS**

On April 1, 2013, the Commission and the Housing Authority issued a joint Request for Proposals (RFP) to identify an individual firm to prepare environmental documents for a one-year period. Announcements of the RFP's availability were posted on the Commission/Housing Authority website and the County Office of Small Business website (WebVen). By the deadline of April 30, 2013, three firms submitted proposals. The proposals were submitted by Pacific Municipal Consultants, Inc. (PMC), Rincon Consultants, Inc., and ICF Jones Stokes, Inc. The proposals were evaluated, and based on the RFP requirements and the rating process, Rincon Consultants, Inc. was selected as the firm most qualified to provide environmental documentation consulting services.

The Summary of Outreach Activities is provided in Attachment A.

Honorable Housing Commissioners  
July 24, 2013  
Page 4

**IMPACT ON CURRENT SERVICES**

This Contract will ensure that the Housing Authority complies with applicable federal and state environmental rules and regulations.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Sean Rogan", with a long horizontal stroke extending to the right.

SEAN ROGAN  
Executive Director

Enclosures

## **Attachment A**

### **Summary of Outreach Activities**

On April 1, 2013, the following outreach was initiated to identify a consultant to provide environmental document preparation services for the Community Development Block Grant (CDBG) Program, the HOME Investment Partnerships (HOME) Program, other programs funded by the U.S. Department of Housing and Urban Development (HUD) and locally funded programs.

#### **A. Request for Proposal Advertising**

A Request for Proposals (RFP) announcement appeared in the following newspapers:

Los Angeles Times

The announcement was also posted on the Commission/Housing Authority website and County Office of Small Business website (WebVen).

#### **B. Distribution of the Proposal Packets**

One hundred four RFP packages were downloaded from the Housing Authority's website.

#### **C. Proposal Results**

By the deadline of April 30, 2013, proposals were received from three firms. The proposals were evaluated, and based on the RFP requirements and rating process, Rincon Consultants, Inc. was selected as the firm most qualified to prepare environmental documentation for the Housing Authority.

**D. Minority/Women Participation – Selected Firm and Subcontractors**

<b>Firm Name</b>	<b>Ownership</b>	<b>Employees</b>	
Rincon Consultants	Non-Minority	86	Total
		9	Minority
		38	Female
		10%	Minority
		44%	Female
Pacific Municipal Consultants, Inc.	Non-Minority	111	Total
		17	Minority
		44	Female
		15%	Minority
		39%	Female
ICF Jones Stokes, Inc.	Non-Minority	401	Total
		69	Minority
		183	Female
		17%	Minority
		46%	Female

The Housing Authority encourages the participation of minorities and women in the Contract award process including: providing information about the Housing Authority at local and national conferences; conducting seminars for minorities and women regarding the Housing Authority's programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations which represent minorities and women. The above information has been voluntarily provided by the above firm.

The recommendation to award the Contract for Environmental Services to Rincon Consultants is being made in accordance with federal regulations, and without regard to race, creed, color, gender or sexual orientation.